

REGULAR AGENDA MEETING
Mayor and Council
Borough of Harrington Park, New Jersey
November 9, 2020

PUBLIC NOTICE
BOROUGH OF HARRINGTON PARK REGULAR MAYOR AND COUNCIL
MEETING MOVED TO ELECTRONIC PLATFORM
“ZOOM.US”

Pursuant to Governor Murphy’s Executive Orders #107 and 108 ordering Statewide lockdowns, and P.L. 2020, c. 34 permitting public bodies to conduct meetings via electronic means during declared states of emergency, the meeting of the Borough of Harrington Park Mayor and Council scheduled for November 9, 2020 **at 7:00 p.m.** will be conducted remotely from the electronic meeting platform Zoom.us. Members of the public can join the meeting and participate during public comment period by joining the meeting using the Zoom mobile application on a smartphone or tablet, joining the meeting by laptop with microphone capabilities, or dialing in using a telephone to the Zoom teleconference system. Information on how to join the meeting electronically appears below.

Members of the public may submit written comments in advance of a meeting, which will be read during the relevant public portion of the meeting. Written comments shall contain the person’s name and address and may be submitted via email to the Borough Clerk (clerk@harringtonparknj.gov) or by mail addressed to: Clerk, Borough Hall, 85 Harriot Ave., Harrington Park, NJ . Emailed comments must be received at least 48 hours prior to the meeting. Mailed comments must be received by 4:00 p.m. the day before the meeting.

If any meeting includes a public hearing, all material that will be considered by the Borough Council at the public hearing shall be posted on or linked to the homepage of the Borough’s website in a conspicuous location or as otherwise required by law. Written comments, as set forth above, will be accepted for such public hearings. If sworn testimony is to be taken during the public hearing, it shall be broadcast by both video and audio. Written public comments will not be considered where sworn testimony is required.

Topic: Mayor and Council Meeting Nov. 9, 2020

Time: Nov 9, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting by Computer or Laptop (Click on, or copy and paste the link to your browser search:

<https://zoom.us/j/95059524364?pwd=d3k0eVRLU3dVYzJMUE9GeWxHNnVOZz09>

Prompts will instruct you to enter the ID and Passcode below:

Meeting ID: 950 5952 4364

Passcode: 321347

Join Zoom Meeting by Smartphone or Tablet:

Download the free Zoom mobile application in your smartphone/tablet App-Store.

Once downloaded, open the Zoom app. You will be prompted to enter the Meeting ID followed by the Access Code noted above to participate

One tap mobile

+19292056099,,95059524364#,,,,,0#,,321347# US (New York)

Dial by your location

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Meeting ID: 950 5952 4364

Passcode: 321347

Find your local number: <https://zoom.us/j/aezf0cJm6B>

Please be aware that the audio connections for all members of the public will be muted for the duration of the meeting, except for those periods when public comments are received. Members of the public may use the “raise your hand” feature on Zoom during the meeting, to request to participate in public comment portions. Any member of the public will be unmuted for the purpose of making public comment.

Members of the public are advised that the video and audio of the meeting will be recorded and will be a public record subject to disclosure pursuant to the Open Public Meetings Act. The Borough reserves the right to post the recording of the meeting to its website.

Formal Action may or may not be taken.

(PAH) Call Meeting to Order

Time: 7pm

Mayor’s Announcement:

In compliance with Chapter 231, Public Law 1975, adequate notice of the meeting was made. It is included in the Annual Meetings posted on the bulletin board in the Municipal Center. Copies have been emailed to the BERGEN RECORD, SUBURBANITE and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been provided to individuals requesting the same.

(ALB) Roll Call:

	PRESENT	ABSENT
NAPOLITANO(AN)	x	
EVANELLA (GE)	x	
WALKER (DW)	x	
BROCKMAN (JB)	x	
PEDERSEN (JP)	x	
CHUNG (JC)	x	

Also present:

Ms. Ann H. Bistriz, CMC, RMC, CMR Admin.

Mr. Kunjesh Trivedi, CFO, CTC (KJT)
Mr. John R. Dineen, Borough Attorney (JRD)

(PAH) Consent Agenda-Resolutions-

All matters listed under this section are considered to be routine by the Borough Council and will be enacted by one motion as listed below. There will not be separate discussion of these items. Should discussion be desired, that item will be removed from the Consent Agenda and will be considered separately under New or Old Business on the Agenda.

Consent Approval Items:

(A)2020-131

**RESOLUTION AUTHORIZING PURCHASE CONTRACTS WITH CERTAIN
APPROVED STATE CONTRACT VENDORS PURSUANT TO N.J.S.A. 40A:11-12a**

(B)2020-132 Corrective Action Plan for Fiscal Year Ending 2019

(c) 2020-133 Return of Escrow

Motion GE

Second JP

Discussion None

Roll Call Vote AIF

(PAH) Minutes

October 13, 2020

October 19, 2020

Motion GE

Second JP

Vote AIF

Individual Committee Reports

(PAH) Mayor Hoelscher

(AN) Planning Bd., Bd. of Adjustment, Construction, Fire, Ambulance

Fire Department:

17 Alarms, 2 Drills, 1 Business Meeting, 1 General Meeting, 1 Interboro Meeting

HPVAC-No Report

Building Department-No Report

(GE) Police, Municipal Court, Personnel

(DW) DPW, Building & Grounds, Sanitation/Recycling

(JB) Board of Health, Environmental Commission

(JP) Finance, Admin. & Exec., Grants

CY2020/SFY2021 Best Practice Inventory is completed with the Inventory results providing for same level as funding as in previous year.

Committee also discussed the Salary Ordinance
Committee also recommends that the Borough pay the crossing guards for the 2 days the school went virtual, rather than having the guards file for unemployment.

(JC) Recreation Commission, Liaison to Board of Education, Public Information

HP School went virtual November 4, 2020 to address potential COVID exposure. Nov. 9, back to their hybrid formula.

BOE is accepting applications for open position on the Board

JC received positive feedback from DR. Fried that the BOE may pay for up to 50% of the additional salaries of the crossing guards due to the change in school schedule. This would need to be approved at a BOE meeting.

(JRD) Borough Attorney

(ALB) Borough Clerk/Administrator

Despite everything, the General Election went smoothly in Harrington Park.

(KJT) CFO/TAX Collector

Old Business

(AN) Advertising for Building Inspector Position

AN would like to have this position advertised ASAP since the employees last day would be April 1, 2020.

Discussion followed to determine if the employee can rescind the decision. JRD stated that they could, but that does not mean the Borough needs to offer the person their job back.

JRD also advised that the Borough has the right to advertise for employees, at any time.

Does not mean anyone needs to be hired. Helps create a bank of potential employees.

JRD also noted that a letter should be submitted to Clerk's office.

AN requested ALB to research what the position requirements are, and if there are any recommendations.

(AN) Fire Department

The good news is that the new ladder fire truck was delivered.

However, one of the members at the delivery of the truck has tested positive for COVID 19. This individual also participated in the drill that followed. While most of the members were only outside, several were inside for an extended amount of time with this person.

AN recommended that all be quarantined as per Mr. Dineen's guidance.

Below is correspondence between Councilman Napolitano and Chief Murphy from the Fire Department under Addendum F

Chief Murphy will be reaching out to other towns that have fallen under the same circumstances to determine their response.

The Department was able to set up testing for the members in the Borough Hall parking lot. The medical staffing will charge the Borough \$65 per test for about 40-50 people. KJT will address the financial concerns through the budget and/or review any coverage through workman's compensation. There is enough money in the Fire department budget to cover this expenditure.

JC would prefer if the members used their insurance. AN noted the urgency of getting this done collectively and does not want anything to hold up the process. For now, the Department is being covered for 2 weeks by other towns through the Interboro/Mutual Aid.

JC added that when the Borough runs the Flu vaccine clinic-everyone is instructed to provide insurance information, or they have to pay directly themselves. AN stated that he would discuss with Mr. Murphy but is pretty sure that the Fire Department does not want to have to wait an extended period of time until everyone make appointments for testing.

AN explained that these medical professionals are coming to provide testing, they are not bringing their staff to photo copy insurance cards and check to make sure the volunteer is covered by insurance, and if so, for how much.

JC inquired if the Department could take opportunity to use the County testing that is being provided this week.

A discussion followed regarding what type of testing would be appropriate, being it a saliva test or PCR, and what the rating of results are to be able to plan accordingly.

AN made a Motion to approve the expenditure of up to \$3500 to pay for up to 50 COVID-19 tests for the Harrington Park Volunteer Fire Department due to potential exposure of members at a Department Meeting/training on November 5, 2020.

Second by JP

Roll Call Vote-AIF

PAH thanked AN for taking the time to put together all the information for this presentation and for working with our Volunteer Fire Department.

PAH will send out an email and posting to inform the community and assure them that Council is taking all the necessary precautionary steps necessary.

New Business

(PAH/JC) COVID-19 Response to recent events

Below was distributed through discussion with Mayor Hoelscher, Councilwoman Chung, Councilman Brockman, Members of the Board of Health to use as a template/guidelines to put into place a procedure to respond to COVID-19 related exposure.

Discussion followed noting that each department functions differently, and has different needs to be addressed.

Councilwoman Chung stressed the importance of Council to do its best to address as much as possible in a cohesive plan. Once a solid plan is in place, it would provide the ability to address individual situations in an educated and appropriate manner.

Mr. Dineen agreed. He reminded Council that it is important to keep the Borough and its services always working for our residents, but also remember that the Borough employees need

to be provided some guidance and know how they can be protected or how their departments should respond.

PAH is comfortable with County protocols. He is also in agreement with JC that one should wait to 5 days to be tested for a more accurate test result.

Also confidentiality is necessary under all circumstances.

If someone is in close contact with someone positive, those employees that can work remotely, should.

JRD reminded all what “Closed Spaces” is regarding the Governor’s Executive Order. This is a fluid calculation depend on case amounts. What applies to restaurants should also apply to the Municipal Building. But the bottom line is, as per JRD, most responses will have to be case by case. KJT noted this especially sensitive when it relates to those who do not have the ability to work remotely such as DPW, Crossing Guards or Police. JRD will work with JC to pare down the options/situations that were discussed to create something much more concise.

JC requested all to review and provide feedback through ALB so Council can have and provide a clear and concise COVID response plan.

JC lead discussion of Council to determine what is considered primary contact.

The CDC Guidelines are as follows:

What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)

If you think you have been exposed to someone with COVID-19, follow the steps below to monitor your health and to avoid spreading the disease to others.

What’s close contact?

You generally need to be in close contact with a person with COVID-19 to get infected. Close contact includes:

- • Living in the same household as a person with COVID-19
- • Caring for a person with COVID-19
- • Being within 6 feet of a person with COVID-19 for more than 15 minutes (cumulatively) in 24 hours
- • Being in direct contact with secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils).
- • Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms.

JC also read into the record what the CDC/County recommend what one should do if exposed:

Stay home and monitor your health

- • Stay home for 14 days after your last contact with a person who has COVID-19
- • Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- • If possible, stay away from others, especially people who are at high risk for getting very sick from COVID-19
- • Even after receiving the negative Covid-19 test results, continue to self-quarantine for 14 days

Continued discussion followed to help determine Secondary exposure response. The Board of Health has recommended a very conservative approach by recommending 14 day quarantine, regardless of primary or secondary exposure.

Councilmembers were concerned about the different ways each department functions and that the Board of Health recommendation may have to be approached differently.

JRD recommended that for the interim that Council should follow our local health officials' response.

JC will be reaching out to the County Health Department to have further clarifications on the definition of Secondary Response and how it can be applied to the individual departments and employees of the Borough.

Once all information is received, JC will address any requested updates. Council can approve at the November 19, 2020 Special meeting.

Ordinances:

**(GE) #748 AMENDMENT TO §297-22 GOVERNING STREETS AND SIDEWALKS
Second Reading and Adoption-Addendum D**

Motion GE

Second JB

(PAH) Motion to Open to the Public for discussion of Ordinance #748 GE

Second JP

Vote AIF

No one present

(PAH) Motion to Close to the Public for discussion of Ordinance #748 GE

Second JP

Vote AIF

Discussion of Council-None

Roll Call Vote AIF

(JP) #749 Introduction of Salary Ordinance 2020-Addendum E

Motion JP

Second DW

Discussion KJT noted that Department heads received 2.55% increase, rest of employees received 2%

Roll Call Vote AIF

Motion to Open to the General Public GE

Second JP

Vote AIF

GE wished JRD a Happy Chronological Year

Motion to Close to the General Public GE

**Second JP
Vote AIF**

**(PAH) Motion for Closed Session Time:
Second
Vote**

RESOLUTION

~~**WHEREAS**, N.J.S.A. 10:4-12 permits a public body to conduct business in Closed Session during a public meeting; and~~

~~**WHEREAS**, the Mayor and Council deem it necessary to discuss certain matters in Closed Session as permitted by the aforesaid statute.~~

~~**BE IT FURTHER RESOLVED** that discussion of the aforementioned subjects may be made public at such time as disclosure of the discussion will not detrimentally affect the interest and Borough as to said discussion.~~

~~**Return to Open Session**~~

**Adjournment-Time: 8:29pm
Motion: GE
Second: AN**

**Addendum A
2020-131**

**RESOLUTION AUTHORIZING PURCHASE CONTRACTS WITH CERTAIN
APPROVED STATE CONTRACT VENDORS PURSUANT TO N.J.S.A. 40A:11-12a**

WHEREAS, pursuant to N.J.S.A. 40a:11-12A AND N.J.A.C. 5:34-7.29(c), the Borough may, by resolution and without advertising for bids, purchase goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Harrington Park has a need to purchase, on a timely basis, goods or services utilizing State contracts during 2020; and

WHEREAS, the procurement of goods and services through a cooperative purchasing program is considered to be an open and fair process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Borough of Harrington Park plans to utilize the State Contract Vendors listed on the attachment, such transaction shall be subject to all conditions applicable to the current State contracts; now, therefore,

WHEREAS, Chief Finance officer has certified that funds are available to spend \$73,430 in the account of 4-55-220-747-001.

BE IT RESOLVED, by the Council of the Borough of Harrington Park, in the County of Bergen, that the Borough is hereby authorized to purchase goods or services in 2020 from the approved New Jersey State Contract Vendors on the following list, pursuant to all conditions of the individual State contracts:

<u>Commodity / Service</u> <u>State Contract#</u>	<u>State Contract Vendors</u> <u>Vendor Name</u>
Turn out Gear Fire Fighter Clothing/Equipment 00805	Witmer Public Safety Group T-0790 104 Independence Way 17-FLEET- Coatesville, PA 19320

Addendum B

Resolution 2020-132

APPROVING THE CORRECTIVE ACTION

PLAN FOR THE FISCAL YEAR ENDING DECEMBER 31, 2019

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to cause an annual audit of its books, accounts and financial transactions to be made and completed within six months after the close of its fiscal year; and,

WHEREAS, in accordance with OMB Circular A-133, 98-07, and Local Finance Notice CFO 97-16, all local government units must prepare and submit a Corrective Action Plan as part of the annual audit process, and,

WHEREAS, the Corrective Action Plan shall cover all findings and recommendations, including state, federal, and general or financial statement findings in the audit report; and,

WHEREAS, the Chief Financial Officer shall prepare said Corrective Action Plan with the assistance from other officials affected by the audit recommendations; and,

WHEREAS, the Corrective Action Plan must be approved by the governing body of the local unit and is to be submitted to the Division of Local Government Services; and,

NOW THEREFORE BE IT RESOLVED, by the Municipal Council of the Borough of Harrington Park that the Corrective Action Plan for calendar year December 31, 2019 is hereby approved. A copy will be sent to local Finance board.

Corrective action plan AUDIT 2019 Borough of Harrington Park

Comment 1: Old Outstanding Grant receivables and grant reserves be reviewed and cleared record.

Action: CFO will review grant receivables and will clear it out of record.

Comment 2: A detail analysis be maintained for all escrow deposits and inactive reserves be reviewed and cleared out of record

Action: CFO will review reserves and will clear it out of record.

Comment 3: The prior year tax overpayments be refunded or applied to outstanding tax balances

Action: Tax Collector and CFO will look at overpayment and will refund all the outstanding tax balances.

Comment 4: Purchaser orders for recurring expenses be recorded in current fund and the purchase order report for the General Capital fund be interested with the GL.

Action: Purchase orders will be encumbered as contract awarded and general capital fund will be integrated with GL.

Addendum C
Return of Escrow
Resolution 2020-133

WHEREAS, the work at 214 MARTHA ROAD, has been completed and Neglia Engineering has confirmed that there are no outstanding bills;

WHEREAS, the applicant, ANTHONY MALARA, HOMEOWNER, has requested a refund of the balance in his escrow account

WHEREAS, the CFO has verified the account balance of \$590.64;

WHEREAS, the CFO requests that the Mayor and Council approve the release of the funds;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Harrington Park in the County of Bergen, New Jersey, hereby give permission to the CFO to issue a check in the amount of \$590.64.

Addendum D

ORDINANCE #748

AMENDMENT TO §297-22 GOVERNING STREETS AND SIDEWALKS

WHEREAS Mayor and Council have determined that many times property owners and/or their agents place limbs, logs, grass clippings, trimmings and other litter on the street/sidewalk adjoining their property without specific permission to do so;

WHEREAS the Mayor and Council are desirous of curtailing the use of DPW services to police and prevent such practices within the Borough;

Whereas the Borough of Harrington Park provides a service through the DPW to collect leaves during specifically prescribed seasons for the benefit of resident's seeking to maintain their property by depositing leaves at curbside. The placement of leaves, limbs, trunks, logs or other garden related products at curbside except during prescribed periods has a large financial impact on the Borough of Harrington Park. The Borough has enacted and provides specific dates for collection and removal of such material in a prescribed manner through its trash hauler.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Harrington Park as follows:

§297-22 shall be amended and a new subparagraph (a) to state as follows:

(a) No resident/or agent of the resident shall place or deposit any such garden waste, litter as referenced herein at the curb or in the street or upon such sidewalk at any such other time as prescribed Borough Policy or by specific agreement with the DPW. Jurisdiction for enforcement shall be the Property Maintenance Inspector.

Property owners who were in violation of said provisions shall be given notice of such violation either by mail or delivery to the owner of such property who shall be given 10 days to properly bundle and dispose of such litter consistent with the Borough policies established for its removal;

Any such property owner failing to rectify such violation as prescribed herein shall be issued a summons the penalty for which shall be \$250 per day for each day that the violation continues in addition, at the direction of the court if necessary the DPW may remove such encroaching material on a time and material basis, costs to be certified by CFO and which will be added to any fine.

Addendum E Ordinance #749 Addendum E

Salary Ordinance 2020			
Ordinance #			
Description	Full Time or Part Time	Manner of Payment	Salary 2020
Borough Clerk, Registrar of Vital Statistics, Assmt. Search Officer	F	C	\$ 65,425.49
Administrator	F	C	\$ 11,605.41
News Letter Editor			\$ 15.61
Affordable Housing Liaison		C	500-1500

Primary Affordable Housing Liaison			\$	1,000.00
Secondary Affordable housing Liaison			\$	1,000.00
Assessor	P	C	\$	16,736.16
Qualified Purchasing Agent		C	\$	4,183.04
			-	
Chief Financial Officer/Tax Collector/Tax Search Officer/	F	C	\$	108,619.43
			-	
Clerk/Secretary:			-	
Accounts Clerk (CFO assistant)	P	D	15-25	
Non Flexible and Assigned (CFO assistant)			15-25	
Environmental Commission	P	E	\$	776.65
Planning Board / Board of Adjustment	P	D	\$	15.61
Construction:				
Construction Code Official	P	C	\$	7,848.28
Construction Enforcement Official	P	C	\$	6,790.10
Electrical Sub-Code Official	P	C	\$	8,487.62
Building Inspector	P	C	\$	5,542.15
Building Sub-Code Officer	P	C	\$	9,852.61
Fire Protection Sub-Code Officer	P	C	\$	8,074.65
Plumbing Sub-Code Official	P	C	\$	9,187.00
Plumbing- New Regulation Sub Code Official			\$	815.81
Technical Assistant/Clerk Construction Code officer	P	A	\$	25,031.27
Technical Assistant/Fire Prevention		C	\$	223.09
Zoning Officer	P	C	\$	3,018.57
Fire Prevention Official/ Fire Marshall	P	C	\$	5,547.46
RCCO Inspector		C	\$	3,569.52
Magistrate	P	C	\$	15,000.00
Magistrate Fee Special Ct. Session	P	F	\$	100.00
Office of Emergency Manager	P	E	\$	2,000.00
Payroll Clerk	F	C	\$	23,165.30
Police Chief	F	C	\$	195000-201000
			-	
Prosecutor	P	G	\$	8,000.00
Alternate Prosecutor	P	G	\$	3,060.00
Public Defender	P	F	\$	102.00

Sanitarian	P	C	\$ 12,484.80
*School Guards (Hired prior to 9/2009)	P	D	\$ 44.74
* School Guards (Hired after 9/2009)	P	D	\$ 34.33
Hired after 9/2009 with 5 year consecutive service			\$ 39.33
School Guards - Special Assign	P	D	-
Secretary:			-
Board of Health	P	D	\$ 15.61
Recreation Commission	P	D	\$ 15.61
Tax Assessor	P	D	\$ 15.61
Sub-Registrar	P	D	\$ 543.87
Temporary & Part-Time D.P.W. & Recycling	P	D	15-25/hr.
Temporary Office Assistant	P	I	15-25/hr.
Town Nurse	P	D	\$ 28.29
Public Works Department:			-
DPW Superintendent	F	C	105000-145000
Waste Water Operator	F	C	\$ 1,500.00
DPW Recycling			\$ 15.61
DPW Foreman	F	C	\$ 4,500.00
Deputy Foreman			\$ 2,500.00
Allegro Project Technical Assistant			0-600
Allegro Project Construction Code Official			50/hr.
Allegro Project Inspectors			30/hr.
Recreation Director			0-3000
<u>Manner of Payment (Explanatory references to the above)</u>			
A - Annual Salaries - paid quarterly during first pay period of March, June, Sept. and Dec.			
B - Per meeting - vouchered			
C - Annual salaries - paid on a bi-weekly basis			
D - Hourly basis - paid bi-weekly on a submitted voucher			
E - Annual Salary - paid once a year			
F - Per session - vouchered			
G - Paid quarterly - vouchered			
H - Annual Salary - paid monthly			
I - Hourly basis- on submitted voucher - paid monthly			

All full time non contractual and Non-Flexible and Assigned Borough hall employees are given prescription glass allowance of \$400.00/Year			
VACATION PAY: Full-time Borough employees are entitled to paid vacations as follows:			
Six Months- 1Year Employment	1 Week		
2-5 Years	2 Weeks		
6-10 years	3 Weeks		
11-15 Years	4 Weeks		
16 & Over	5 Weeks		
OVERTIME: There is no provision for overtime in this Ordinance.			
EFFECTIVE DATE:			
This Ordinance shall take effect immediately after passage and publication as provided by law and shall be retroactive to January 1, 2019.			
LONGEVITY: All full-time employees will be paid the following percentages of their base pay			
as shown: (Includes DPW Superintendent)			
5 years continuous full-time Borough employment 1-1/2%			
8 years continuous full-time Borough employment 3%			
Above increment to be included in equal installments in regular pay periods.			
**Any full-time Borough Hall employee hired before December 31, 1997, is eligible for longevity.			
LONGEVITY: All full-time DPW & Police Department employees will be paid the following			
percentages of their base pay as shown: (Excludes DPW Superintendent)			
5 years continuous full-time DPW/Police Dept. employment 1-1/2%			
8 years continuous full-time DPW/Police Dept. employment 3%			
11 years continuous full-time DPW/Police Dept. employment 4%			

14 years continuous full-time DPW/Police Dept. employment 5%		
18 years continuous full-time DPW/Police Dept. employment 6%		
23 years continuous full-time DPW/Police Dept. employment 7%		
**Any DPW/ Police employee hired BEFORE January 1, 1995, is eligible for longevity.		
Non Flexible and Assigned Employee:	25 scheduled hours. With 5 paid vacation days & 8 paid sick days. 1year of continues employment with Finance Department with scheduled hours of work. Have prescription glasses reimbursement for \$400.00	
Flexible and Assigned Employee:	No scheduled hours per day and per week	

Addendum F

Thank you for your patience as we have worked through this exposure with the town and other medical officials. After seeking out our own, we have consulted with a local Doctor who believes that all our exposure risks were minimal, but will be providing us with mobile testing set up in our parking lot tomorrow night (Tuesday) between 6 and 8pm.

Regardless of your perceived level of exposure, all members who were present Thursday night must be tested. If you have gotten your own test done prior to Tuesday, you also must be tested again, as the incubation period is 4 to 5 days. Negative test results will need to be submitted to the Chief before the Department can reopen.

There will be cones set up for traffic control in our parking lot tomorrow evening, please be cognizant to not block driveways or the ambulance corp. If you have any questions or concerns, please contact an officer.

Again, we thank you for your patience, diligence, and understanding during these uncharted times.

HPFD Line Officers

On Mon, Nov 9, 2020 at 6:39 PM Frank Murphy <avidplus2@gmail.com> wrote:
Dear members

We have set up mobile testing for tomorrow night between 600pm and 800pm in our parking lot. It will be a nasal test. Anyone who was at drill Thursday night please come and get tested. Because the incubation period is 4 to 5 days, we are asking for everyone to get tested even if you had a test over the weekend. We will have cones set up for the flow of traffic so we don't have a lot of cars on the street. Thank you for your patience and diligence.

HPFD Line Officers